



POLY

**REGISTRATION AND
COURSES SELECTION**

Fall 2024

AGENDA



- 1. Presentation of the Registrar's Office**
- 2. Session objectives**
- 3. Important dates**
- 4. Student account and registration**
- 5. Course selection and modification**
- 6. Personal schedule**
- 7. Code of conduct**
- 8. Academic / Administrative /Online Support**



Undergraduate and preparatory year students:
please review the webinar offered in French for
more details that apply to your program.

Roles of the Registrar's office

1. Informs about :

- **Academic issues** (e.g.: admission, compliance with the academic regulations; diplomation)
- **Administrative issues** (e.g.: insurance, payment of tuition fees, immigration documents, registration)

2. Applies the Academic rules

3. Insures that you fulfill the requirements of your program

4. Delivers official documents (e.g.: transcripts, attestations, diploma)

5. Direct you to the right resources

6. ...and more

SESSION OBJECTIVES



This presentation aims to help you:

- ☐ Register for your semester
- ☐ Make your course selection for your semester
- ☐ Find out about your course schedule



IMPORTANT DATES



FALL 2024

Term registration

Undergraduate studies, certificate, microprogram 1st cycle and graduate studies

August 6 to September 10

Term registration

Independent students and auditors

August 13 to September 10

Course registration and modification

Undergraduate studies, certificate, microprogram 1st cycle and graduate studies

August 7 to September 10

Course registration and modification

Independent students and auditors

August 14 to September 10

Classes begin

August 26

Period for payment of tuition and other fees

Early October to November 15

To consult the calendar: etudiant.polymtl.ca/etudes/calendriers-et-horaires *(in French only)* 5

You must confirm your registration via your [Student Account](#) every term.

To register, go to [Polytechnique Montréal](#) home page.

Select :

1. STUDENT ZONE
2. The essentials
3. Dossier étudiant
(available in French only)



< RETURN TO MAIN MENU

HOME

RESOURCES AND SERVICES

STUDENT ZONE

EMPLOYEE ZONE

ADMISSION

The essentials

Email (IMP)

Dossier étudiant

Moodle

Polyfolio

Library

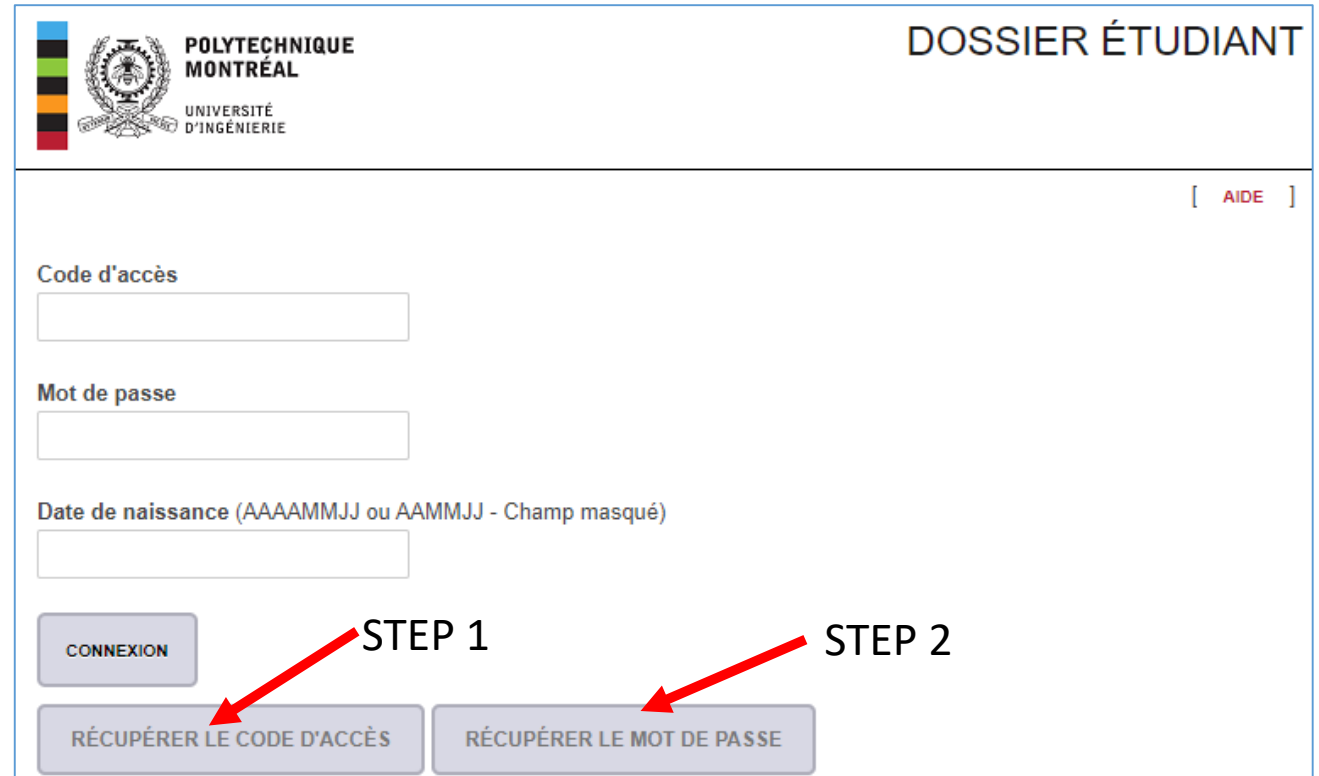
Internships and Jobs (La Ruche)

MORE DETAILS

To log in to your [STUDENT ACCOUNT](#), you will need your:

- Access code
(Code d'accès)
- Password
(Mot de passe)
- Date of birth
(Date de naissance)

You must recover your **access code** (code d'accès) and **password** (mot de passe) on your first visit.



The screenshot shows the 'DOSSIER ÉTUDIANT' login page. At the top left is the Polytechnique Montréal logo. The title 'DOSSIER ÉTUDIANT' is at the top right. Below the title is a link '[AIDE]'. The form contains three input fields: 'Code d'accès', 'Mot de passe', and 'Date de naissance (AAAAMMJJ ou AAMMJJ - Champ masqué)'. Below these fields are three buttons: 'CONNEXION', 'RÉCUPÉRER LE CODE D'ACCÈS', and 'RÉCUPÉRER LE MOT DE PASSE'. Two red arrows point to the recovery buttons: 'STEP 1' points to 'RÉCUPÉRER LE CODE D'ACCÈS' and 'STEP 2' points to 'RÉCUPÉRER LE MOT DE PASSE'.

dossieretudiant.polymtl.ca

To register, you must select:
Inscription / Désinscription
(Registration / Cancel registration)

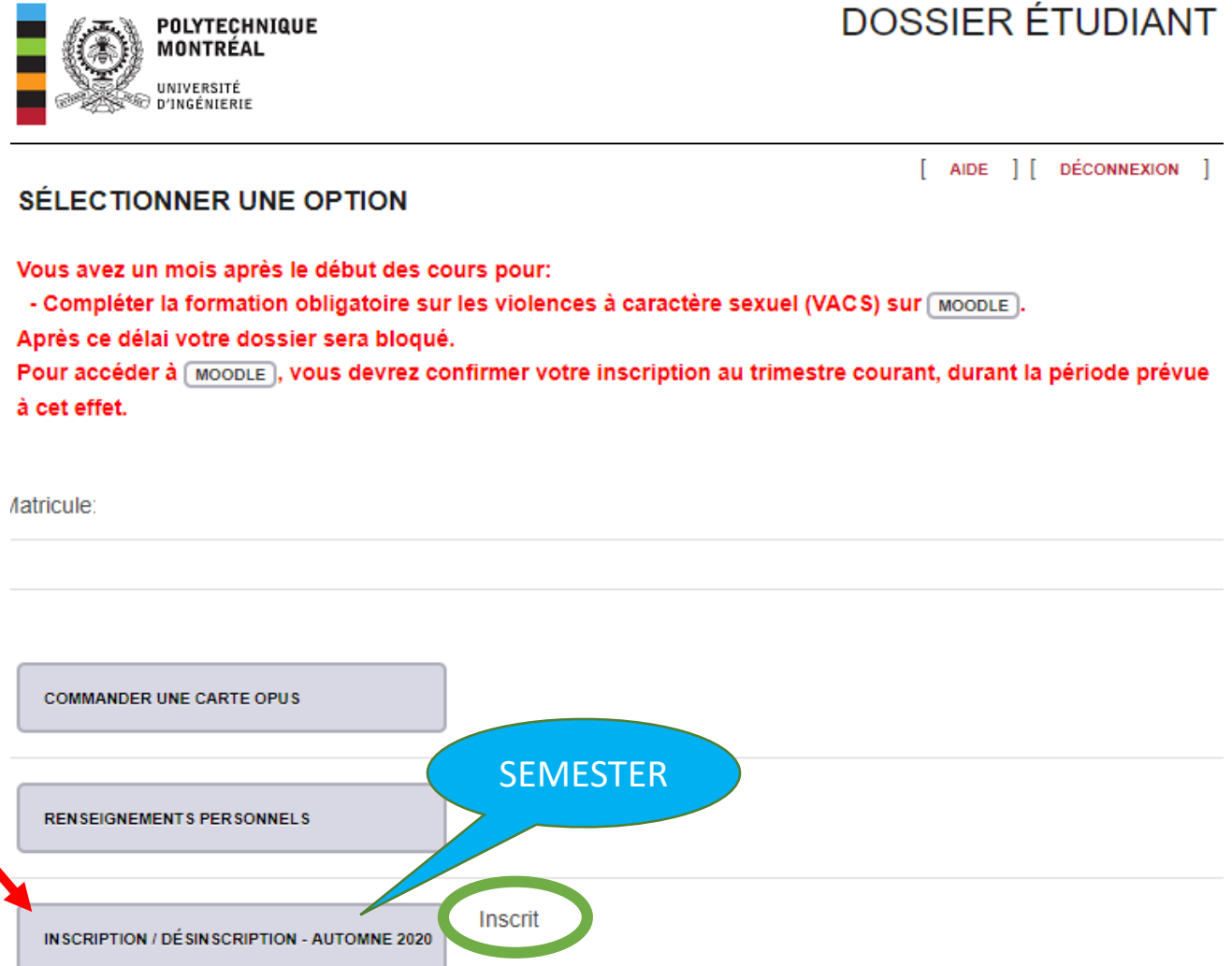
Option available only during the
registration period.

August 6 to September 10:

Undergraduate Studies / Certificate / Microprograms /
Graduate Studies

August 13 to September 10:

Independent Students / Auditors



The screenshot shows the 'DOSSIER ÉTUDIANT' (Student Account) page. At the top left is the Polytechnique Montréal logo and 'UNIVERSITÉ D'INGÉNIERIE'. At the top right is the title 'DOSSIER ÉTUDIANT'. Below the title are links for '[AIDE]' and '[DÉCONNEXION]'. The main heading is 'SÉLECTIONNER UNE OPTION'. A red notice states: 'Vous avez un mois après le début des cours pour: - Compléter la formation obligatoire sur les violences à caractère sexuel (VACS) sur MOODLE. Après ce délai votre dossier sera bloqué. Pour accéder à MOODLE, vous devrez confirmer votre inscription au trimestre courant, durant la période prévue à cet effet.' Below this is a field for 'Matricule:'. A list of options is shown: 'COMMANDER UNE CARTE OPUS', 'RENSEIGNEMENTS PERSONNELS', and 'INSCRIPTION / DÉSCRIPTION - AUTOMNE 2020'. A red arrow points to the 'INSCRIPTION / DÉSCRIPTION - AUTOMNE 2020' option. A blue speech bubble labeled 'SEMESTER' points to the 'INSCRIPTION / DÉSCRIPTION - AUTOMNE 2020' option. A green circle labeled 'Inscrit' is next to the 'INSCRIPTION / DÉSCRIPTION - AUTOMNE 2020' option.

POLYTECHNIQUE
MONTRÉAL
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D'INGÉNIERIE

DOSSIER ÉTUDIANT

[AIDE] [DÉCONNEXION]

SÉLECTIONNER UNE OPTION

Vous avez un mois après le début des cours pour:

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Après ce délai votre dossier sera bloqué.

Pour accéder à MOODLE, vous devrez confirmer votre inscription au trimestre courant, durant la période prévue à cet effet.

Matricule:

COMMANDER UNE CARTE OPUS

RENSEIGNEMENTS PERSONNELS

INSCRIPTION / DÉSCRIPTION - AUTOMNE 2020

SEMESTER

Inscrit

Click on:

1. **Je m'inscris** (Register) ;
2. **Enregistrer** (Save) ;
3. **Retour à la sélection des options**
(Return to menu).

Once your registration has been processed, you will see the mention « **Inscrit** » (*Registered*) beside the **Inscription / Désinscription** (*Registration / Unsubscription*) menu.

It may take up to 30 minutes to appear.

You will then have access to the following options:

- **Horaire personnel** (*Personal schedule*)
- **Modification de choix de cours**
(*Modification Of the course selection option*)

INSCRIPTION / DÉSCRIPTION

L'inscription permet l'accès aux fonctions suivantes :

- Horaire personnel
- Modification de choix de cours

Note importante :

Un avis vous sera transmis à votre courriel de Polytechnique Montréal, vous informant que le relevé de compte pour vos frais de scolarité incluant les autres droits divers, administratifs et les assurances est disponible dans votre dossier étudiant. Vous devrez acquitter le paiement en un seul versement avant la date limite

Les étudiants inscrits à la maîtrise recherche ou au doctorat qui désirent ne pas s'inscrire à un trimestre doivent demander une interruption d'études dans les délais prescrits. Pour ce faire, vous devez remplir le formulaire "Interruption d'études aux études supérieures" (formulaire [\[doc\]](#) [\[pdf\]](#), english version [\[doc\]](#) [\[pdf\]](#)) et obtenir l'autorisation de votre directeur de recherche.

Si vous décidez de ne pas vous inscrire, **votre choix de cours sera supprimé.**

Votre Choix

- ☐ Je m'inscris
- ☐ Je me désinscris

Enregistrer

Retour à la sélection des options

Click here

Click here

Graduate Research Programs Particularities

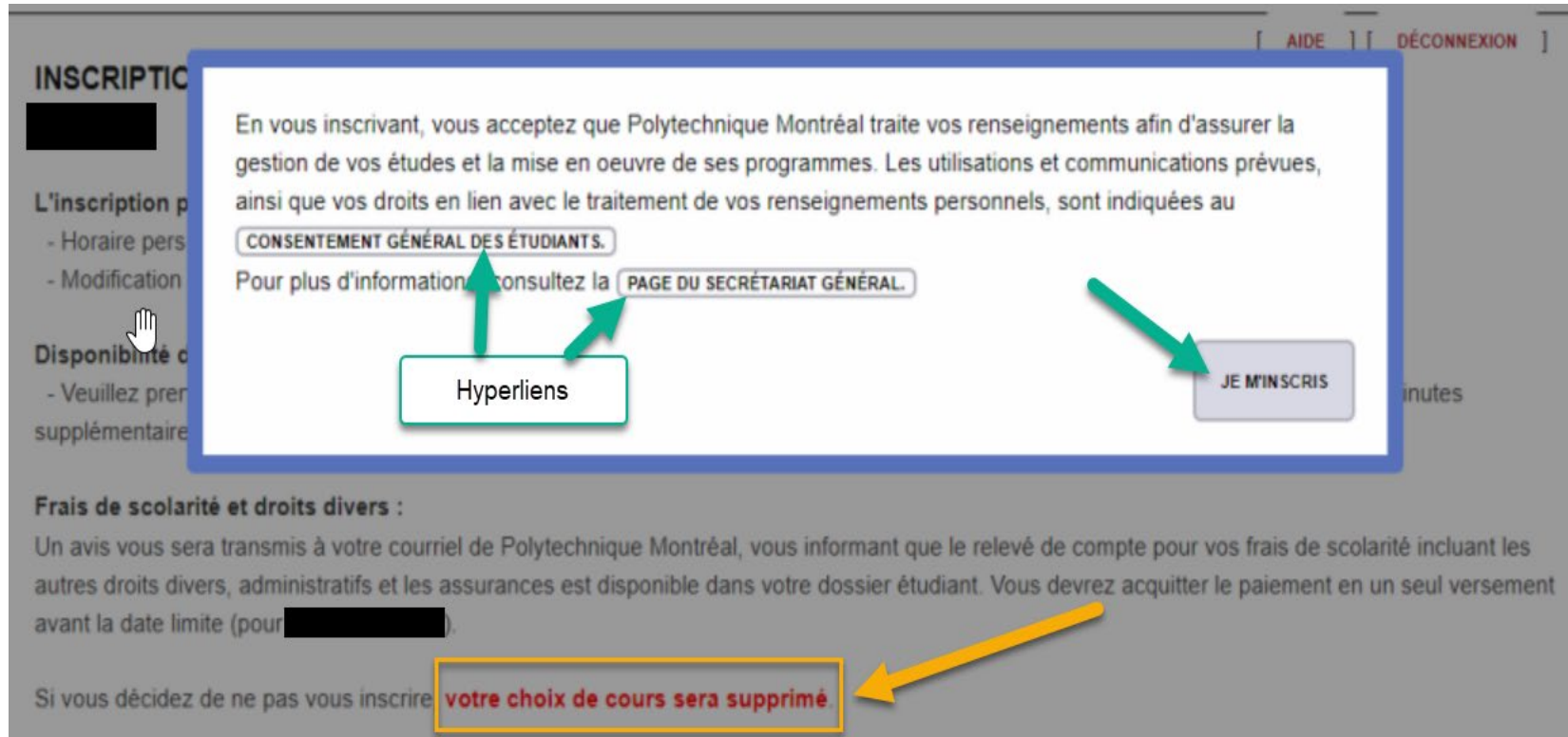
- **Non-thesis or modular Master's and Specialized graduate diploma (DESS)**
 - Eventually, if you're not taking any courses and want to maintain your registration to complete your project, you [must make a request in order to keep your registration active](#) (in French only).
- **Research Programs (Master's, PhD)**
 - You must register even if you are not taking any courses.
 - If you do not register, you must:
 - obtain a [leave of absence from studies](#);
 - or inform the Registrar's Office that you are [withdrawing from your studies](#).

Certificate and microprograms

- You must confirm your registration **for each certificate** or microprogram for which you wish to take courses.

General Consent of Students

In order to register, you will need to sign up the general consent for the management of your personal information.



The screenshot shows the registration process on the Polytechnique Montréal website. A blue box highlights the general consent section, which includes the text: "En vous inscrivant, vous acceptez que Polytechnique Montréal traite vos renseignements afin d'assurer la gestion de vos études et la mise en oeuvre de ses programmes. Les utilisations et communications prévues, ainsi que vos droits en lien avec le traitement de vos renseignements personnels, sont indiquées au [CONSENTEMENT GÉNÉRAL DES ÉTUDIANTS](#)." Below this, it says "Pour plus d'informations consultez la [PAGE DU SECRÉTARIAT GÉNÉRAL](#)." A green box labeled "Hyperliens" has two green arrows pointing to these two links. A green arrow points to the "JE M'INSCRIS" button. Below the consent section, the "Frais de scolarité et droits divers" section is visible. A yellow box highlights the text "votre choix de cours sera supprimé" in red, with a yellow arrow pointing to it. The page also features a sidebar with links like "INSCRIPTION", "L'inscription p", "Disponibilité d", and "Frais de scolarité et droits divers". At the top right, there are links for "AIDE" and "DÉCONNEXION".

INSRIPTION

[AIDE] [DÉCONNEXION]

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[CONSENTEMENT GÉNÉRAL DES ÉTUDIANTS](#)

Pour plus d'informations consultez la [PAGE DU SECRÉTARIAT GÉNÉRAL](#)

[Hyperliens](#)

[JE M'INSCRIS](#)

Frais de scolarité et droits divers :

Un avis vous sera transmis à votre courriel de Polytechnique Montréal, vous informant que le relevé de compte pour vos frais de scolarité incluant les autres droits divers, administratifs et les assurances est disponible dans votre dossier étudiant. Vous devrez acquitter le paiement en un seul versement avant la date limite (pour [REDACTED]).

Si vous décidez de ne pas vous inscrire **votre choix de cours sera supprimé**

August 7* to September 10, 2024

*Opening at 9 a.m.

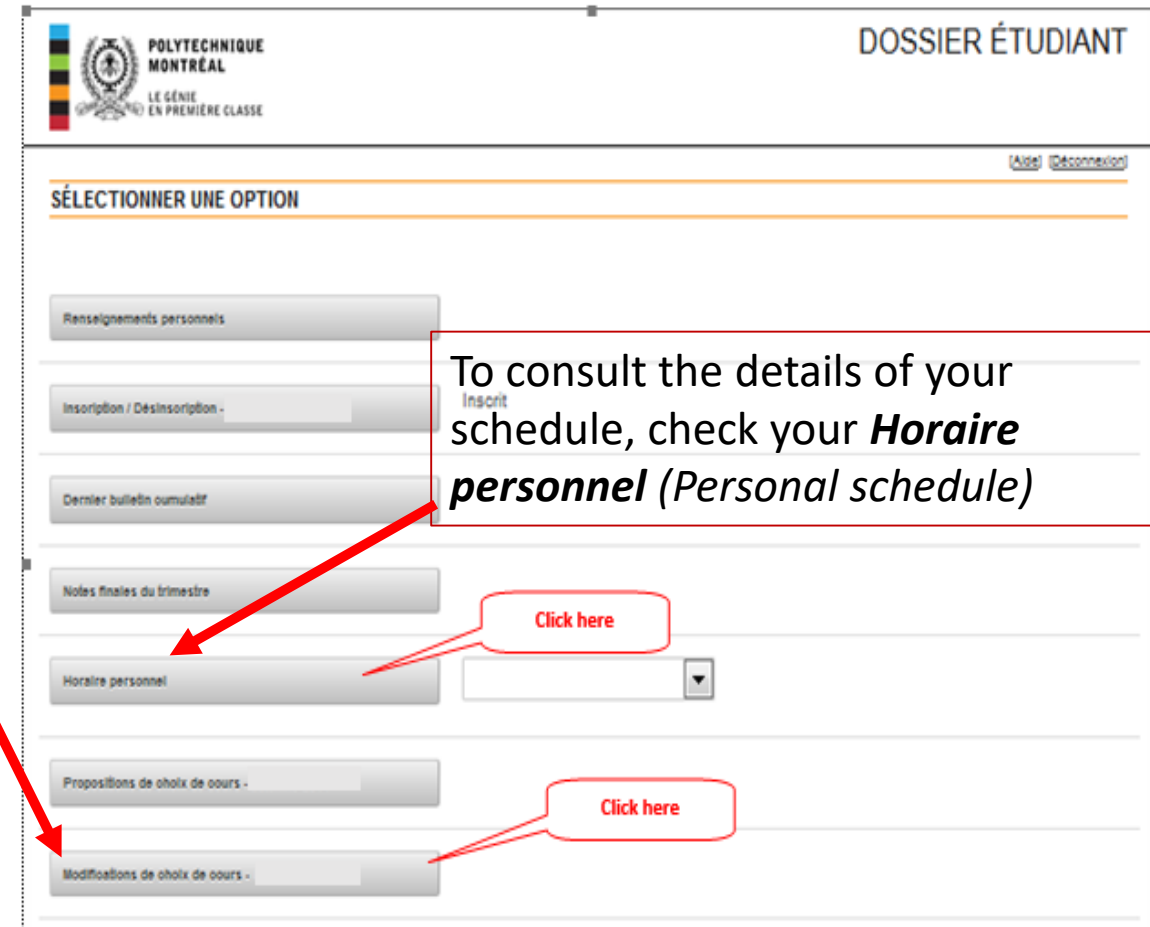
To register for a course, select the “modification de choix de cours” option and enter:

- ***sigle du cours*** (course code) ;
- ***groupe du cours*** (theory and lab groups);
- ***intitulé du cours*** (the course name or title).

Please note that the Registrar's Office reserves the right to modify your course selection.

The list of courses is available on:
[Fall 2024 Course Schedule \(in French only\)](#)

Inter-university courses: It is possible to take courses at another Quebec university. Certain conditions apply.



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LE GÉNIE
EN PREMIÈRE CLASSE

DOSSIER ÉTUDIANT

[Aide](#) [Déconnexion](#)

SÉLECTIONNER UNE OPTION

Renseignements personnels

Inscription / Désinscription - [Click here](#)

Dernier bulletin cumulé

Notes finales du trimestre

Horaire personnel [Click here](#)

Propositions de choix de cours - [Click here](#)

Modifications de choix de cours - [Click here](#)

VERY IMPORTANT

Bachelor and Graduate Programs:

For your 2nd semester, you will have to make a **course choice proposal** in order to **reserve a place** in the courses that you wish to take.

Winter 2025 course selection period :
October 23 to November 5, 2024

This will be required each term for the remainder of your study program.



DOSSIER ÉTUDIANT

MODIFICATION DE CHOIX DE COURS

Trimestre: Date:

Pour protéger la confidentialité de votre dossier, vous devez vous déconnecter lorsque vous aurez terminé votre consultation.

LISTE DES COURS ACTU

Sigle	Gr. Théo	Gr. Lab.	Intitulé	Crédits
CIV1100	01	01	RELATIONS INTERPERSONNELLES	1
Sigle	Gr. Théo	Gr. Lab.	Intitulé	Crédits
Sigle	Gr. Théo	Gr. Lab.	Intitulé	Crédits
Sigle	Gr. Théo	Gr. Lab.	Intitulé	Crédits
Sigle	Gr. Théo	Gr. Lab.	Intitulé	Crédits
Sigle	Gr. Théo	Gr. Lab.	Intitulé	Crédits

Inscrire le Sigle

Inscrire le Gr. Théo

Inscrire le Gr. Lab

L'intitulé et les crédits s'afficheront automatiquement.

Specific to undergraduate certificates and microprograms

- Certificate students may be admitted to more than one certificate. Be sure to register your courses **in the correct program**.
- Courses required at the admission will be imposed directly in your course selection by the Registrar's Office.
- It is your responsibility to make a course selection according to:
 - ✓ Your [program's academic pathway](#);
 - ✓ the [certificate course offerings](#) for the term.
- Recognition of a course taken in another certificate or microprogram is not guaranteed and is not automatic.

Specific to graduate studies

- It is your responsibility to make your course selection according to the **study plan** approved by your supervisor of studies or research director.
- You will also need to submit your study plan to your department for approval and signature by your academic or research supervisor.
- The study plan must then be submitted to the Registrar's Office by **September 10, 2024**.
- For more information on the study plan, you can check out the video on [The study plan](#).

Specific to exchange programs and clusters

Once you have registered, the **Registrar's Office** will assign you a personal schedule **within approximately 3 working days**.

Note that it's your responsibility to:

- ensure that your course selection is free of schedule conflict;
- that the courses you have chosen are not on the list of courses that are not available to exchange students;
- consult the [Course Selection Guide](#) (*in French only – section “Choix de cours”*), the [Thematic-Clusters Course Selection Guide](#) or the [Clusters webpage](#), section 3 “Course selection”.

Specific to independent students and auditors

- **Independent students:** You will have access to the *Modification de choix de cours* option beginning **August 14, 2024** as priority access is provided to regular students.
- **Auditors:** You do not have access to the *Modification de choix de cours* option. After confirming your registration, you must send your course selection:
 - for a bachelor's degree course: regist-bacc@polymtl.ca
 - for a certificate course: registraire-certificats@polymtl.ca
 - for a graduate course: registraire.etudessuperieures@polymtl.ca
- It is the student's responsibility to make a course selection based on [the course schedule](#) offered this semester.
- Please note that independent students and auditors are not allowed to take certain courses. Please consult the following [list](#) (in French).



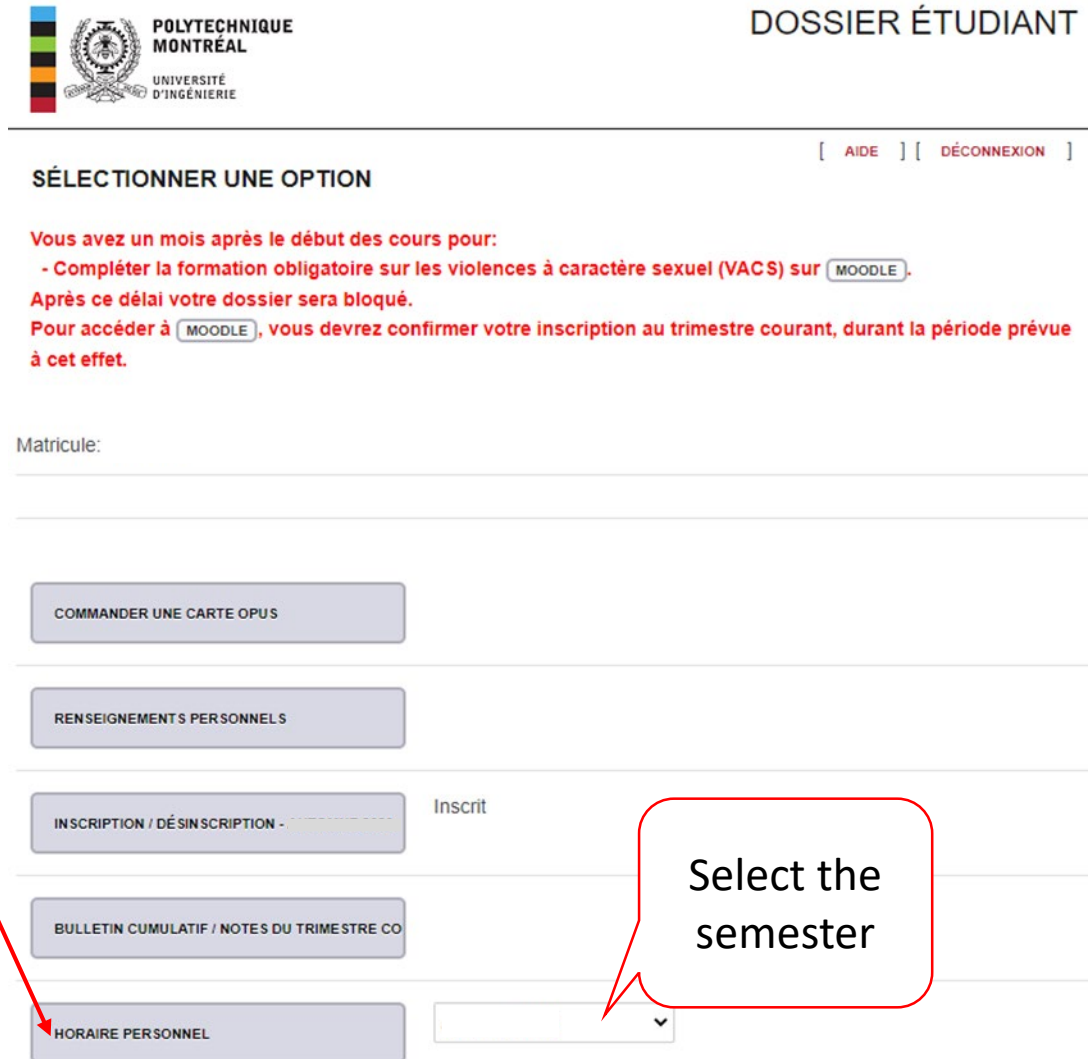
After completing your course selection, the **personal schedule (Horaire personnel)** menu allows you to validate your detailed schedule.



Schedule simulation tool: Générateur d'horaire de l'AEP

(in French only)

This is a simulation : in order to make the correct course selection, you must edit your student file, in the "modifications de choix de cours" section.



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DOSSIER ÉTUDIANT

[AIDE] [DÉCONNEXION]

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Matricule:

COMMANDER UNE CARTE OPUS

RENSEIGNEMENTS PERSONNELS

INSCRIPTION / DÉSCRIPTION - Inscrit

BULLETIN CUMULATIF / NOTES DU TRIMESTRE CO






HORAIRE PERSONNEL

Select the semester

Mandatory courses

All students must agree to abide by the regulations, declarations, policies, directives and other rules adopted by Polytechnique Montréal by electronically signing the code of conduct.

A course called [Code of Conduct](#) – GO-Poly is available on your Moodle homepage. This course includes for example an activity call *Counter Sexual Violence*. All activities must be completed by the deadline.

 POLY ÉTUDES SUPÉRIEURES Code de conduite - Études supérieures - GO-Poly	 POLY CERTIFICATS et MICROPROGRAMMES de 1er CYCLE Code de conduite - Certificats et ...	 POLY CLUSTERS Code de conduite - Clusters - GO- Poly
 POLY BACCALAURÉAT Code de conduite - Baccalauréat - GO-Poly	 POLY GRADUATE STUDIES Code of Conduct - Graduate Studies - GO-Poly	



Access to Moodle will be activated within **48 hours after registering** for your semester.

Deadline: September 30

For academic assistance

If, for example, you need help with your course selection or if you have questions about your program, visit please the [Choose your Courses and Modification](#) webpage.

If you need personal advice, contact:

- **Certificates:**

- Contact your program coordinator ([.pdf](#)) (section “Particularité pour le choix de cours” in French only)
- Or send an email to certificats@polymtl.ca.

- **Graduate Studies:**

- Contact the Graduate Studies Secretariat of your program. You can consult the directory by consulting the [page Contacts \(departments\)](#).

If you have any difficulties with your **registration**, with your **course selection** or with **changing your course selection**, you may contact the Registrar's Office.

- **Certificates:** registraire-certificats@polymtl.ca
- **Graduate Studies:** registraire.etudessuperieures@polymtl.ca

Online support tool for your courses:

- Your courses will be available on [Moodle](#).

IT Tools:

- To make sure you buy the right computer for your studies, go to [Student Computer Requirements](#).

To prepare your semester, visit [GO-Poly](#):

- Institutional and Departmental Welcome Session
- Webinars
- New student day
- Etc.



For more information



Questions about the beginning of your studies

- Visit the GO-Poly website: polymtl.ca/gopoly
- Write to the GO-Poly team: info@polymtl.ca

